



The **CLASS COORDINATOR** is an informal role, a sort of a super-angel who looks after the new students to see that they are keeping up with the class and having a good time.

The Class Coordinator need not be an old hand - you are not the teacher and don't have to be a super-skilled dancer yourself - someone who just completed the class might better remember what it was like to be a student. You should be reasonably outgoing and sociable.

The **CLASS COORDINATOR** should:

- Welcome new students at the beginning of the class year and get to know them.
- Dance with students when possible, at least in their square, and chat with them between tips. Be aware of who seems to be "getting it" and who is having trouble.
- Discuss the progress of the class with the instructor & the Board of Directors as needed.
- A regular electronic communication is helpful. Include information about calls recently taught and links to student learning files that are on the club website. If the instructor feels it would be useful, send the students a list of what calls the instructor covered the previous 2 weeks.
- Contact students who have not been showing up or appear to be in danger of dropping out. Try to find out if there is a problem that the instructor or the Board can help with. Remind them of the importance of keeping up with the class.
- Update the Calls Taught List if requested and desired by the review instructors.
 - URL: <http://www.scvsda.org/cgi-bin/classinfo.cgi>
 - See the review instructors or Joe Dehn for the current login information.

Board members will be happy to help. We have the same goals — making sure students have a good time, complete the class and become regular ECR members. Personal contact is the key to all of these.